

## Governing Body Meetings Pupil Exclusions

1	<b>Chair</b> welcomes all present Each person introduces themselves and explains their role.	
2	<b>Chair explains the process.</b> <ul style="list-style-type: none"> <li>➤ It is the Head Teacher who decides to exclude</li> <li>➤ The Governing Body Committee (which have the authority of the Full Board) are here to decide if to uphold the decision of the Head Teacher to exclude.</li> <li>➤ If the exclusion is upheld parents have the right to ask for the decision to be reviewed by an Independent Review Panel.</li> <li>➤ Parents can also apply to the First-tier Tribunal or the County Court who have the jurisdiction to hear claims of discrimination under the Equality Act 2010.</li> <li>➤ If the decision is upheld parents will receive full details of the Independent Review process from Solihull LA.</li> </ul>	
3	<b>Chair explains there is a recommended</b> format that will be followed. <ul style="list-style-type: none"> <li>➤ This allows all parties an opportunity to express their views/concerns etc.</li> <li>➤ Chair explains <b><i>ALL comments / questions will be made via the Chair.</i></b></li> </ul>	
4	a	<b>The Head Teacher</b> <ul style="list-style-type: none"> <li>➤ Clarifies the reason for the exclusion</li> <li>➤ Gives background information in accordance with documents provided</li> <li>➤ The Head Teacher may request a member of staff, who has worked closely with the pupil, to be included at this stage</li> </ul>
	b	Parents and their representative are given the opportunity to questions the Head Teacher's presentation
	c	The committee are given the opportunity to question the Head Teacher's presentation
5	a	<b>Parents and / or representatives</b> state their case and explain why they feel the decision of the Head Teacher should not be upheld and/or governors consider written representations.
	b	The Head Teachers questions the parents on their presentation
	c	The Committee question the parents on their presentation
6	<b>The pupil</b> , if present, <i>and if the parents agree</i> , is asked if they have anything to add.	
7	If in attendance the <b>LA Officer</b> gives verbal View of schools application of statutory compliance with exclusions process.	
8	<b>The Chair</b> asks if anyone present has anything further to add	
9	<b>The Head teacher invited to sum up</b>	
10	<b>The parent invited to sum up</b>	
11	<b>The Chair explains</b> <ul style="list-style-type: none"> <li>➤ That the committee will now address the following two questions: <ol style="list-style-type: none"> <li>1. Was the pupil responsible for the behaviour complained of; and if so</li> <li>2. Was permanent exclusion a reasonable response to that behaviour?</li> </ol> </li> </ul>	
12	<b>Chair</b> invites parents, representatives, school staff and LA to leave while they reach their decision. Committee and Clerk remain.	
13	<b>The decision</b> of the committee will be conveyed to the parents in a letter posted first class the following day.	

